

SECRET

4 December 1954

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT: Job Descriptions - [REDACTED]

25X1A

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1. On 30 July 1954, I approved of the table of organization for the [REDACTED] with the understanding that job descriptions would be developed in ninety days.
2. It is my understanding that even though almost one hundred and twenty days have now elapsed only about twenty-five per cent of the job descriptions have been submitted.
3. I would appreciate it greatly if you could expedite this matter and advise me as to the earliest practicable date on which we can expect this requirement to be fulfilled.

15/
L. E. WHITE
Deputy Director
(Administration)

DD/A:LKW:laq
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